

TAB-A

OFFICE OF SCIENTIFIC INTELLIGENCE

25X1A

REGULATION
NO. [REDACTED]

PERSONNEL

25X1A

FITNESS REPORT

Reference: CIA Regulation [REDACTED] dated 21 January 1956

Rescission: OSI Regulation [REDACTED] dated 9 December 1954

1. GENERAL

Effective 21 January 1956, the new Agency Fitness Report (Part I Performance), Form 45-Part I, and Fitness Report (Part II-Potential), Form 45-Part II, replace the previous Fitness Report Form 37-189. Comprehensive instructions for the preparation of the new Fitness Report are a part of, or are attached to, each report.

2. POLICY

a. Fitness Report (Part I-Performance), Form 45-Part I, is to be used to provide the supervisor with a means of evaluating the productivity of the employee being rated. It is required that Fitness Report (Part I-Performance) be shown to the employee (After completion by Supervisor and Reviewer) except under conditions specified in the referenced Regulation. This requirement makes it mandatory that the Supervisor discuss with the rated individual his manner of performance, including detailed evaluation of his strengths, weaknesses and overall job effectiveness. If the Supervisor elects not to show the report to the individual being rated, for one or more of the reasons given in the referenced regulation, he must give the reason for his action in Section B of Part I. Application of such exception must have the approval of the Assistant Director, Scientific Intelligence.

b. Fitness Report (Part II-Potential) is required for initial and annual reports only, for all personnel in Grades GS-7 through GS-15. It will be used to provide supervisors with a means of evaluating the potential and work environment characteristics of the employee being rated. This part will not be shown to the individual being evaluated but will be discussed.

c. The reviewing official has the responsibility of deciding for himself whether the supervisor is either under or overrating the employee concerned. Reviewing officials are specifically instructed not to require supervisors to rewrite Fitness Reports with which they do not agree. Instead, the proper procedure for the reviewing official is to add to the report, in the

space provided, his comments on the rating given by the supervisor. Some disagreement between rater and reviewer is not unusual.

d. In addition, the Office of Scientific Intelligence requires that the supervisor determine in a discussion with the employee the employee's ideas as to his general career development in CIA. The supervisor must outline this plan, with suitable comments of his own, in a memorandum, one copy of which will be attached to completed initial and annual Fitness Reports. Particular attention should be paid to any previous plan (s) covering the rated employee, and comment made covering progress or changes in the basic plan of development.

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